



DEPARTMENT OF MANAGED HEALTH CARE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF MANAGED HEALTH CARE	RELEASE DATE:	Monday, June 2, 2014
POSITION TITLE:	Deputy Director, Office of Plan Licensing	FINAL FILING DATE:	Friday, June 13, 2014
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	Friday, June 27, 2014
SALARY RANGE:	\$ 7,815.00 - \$ 8,874.00 / Month	BULLETIN ID:	06022014_2

POSITION DESCRIPTION

Under the general direction of the Director and Chief Deputy Director, Department of Managed Health Care, the incumbent serves as the Deputy Director, Office of Plan Licensing (OPL), and is responsible for developing, implementing, and adjusting statewide policy pertaining to health care service plans and managed care delivery systems and for directing and managing the statewide activities of the OPL. As a key member of the Department of Managed Health Care's executive management team, the incumbent is charged with ensuring that all managed care health plans in California are in compliance with all California Health & Safety Code licensing requirements and meet specific standards of health care delivery. Duties include and are not limited to the following:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

25% Directs and manages all activities of the office, including overseeing the development and implementation of policies and procedures to ensure compliance with licensing requirements and health care delivery programs; sets broad priorities for completion of mission critical objectives; examines in-depth, and revises as necessary, policies and procedures used by staff; reviews program evaluation reports, legislative reports, privileged legal correspondence, and proposed regulations having significant policy impact; identifies programs, recommends changes and approves reports and proposals; consults with the Director and the executive management team regarding the implementation of proposed or pending legislation, budget items, and other policy actions with potential impact to office and departmental policies and/or operations; works collaboratively with other offices, particularly the Office of Financial Review, to ensure a seamless review of all plan licensing documents; delegates development and implementation of specific policies, procedures and priorities for the efficient administration of the OPL through subordinate managers and supervisors.

25% Directs and manages, through Assistant Chief Counsels, the activities of staff attorneys and other professionals in the OPL whose specific responsibilities include legal review and analysis of health plan license applications, material modifications, amendments, provider network related filings including block transfer filings and timely access filings; conducting pre-filing conferences; consulting with licensees and their representatives, regulatory agencies, consumer groups and others concerning licensing and compliance activities; responding to or coordinating with other offices to respond to licensing-related inquiries from outside attorneys, plan representatives, members of the public and staff of other governmental agencies; providing or coordinating with other offices to provide legal research and analysis of selected provisions of the Knox-Keene Act, selected federal and State statutes and regulations relating to managed care, and issues presented in the preparation of required reports to the Legislature; determining legal compliance by plans with provisions of the Knox-Keene Act in areas that affect many plans (such as prescription drug formulary practices); and determining, or coordinating with other offices to determine the legal adequacy of proposed health care delivery services.

20% Develops administrative strategies to modify program operations in response to changing Federal and State health care delivery law; analyzes the impact of new health care delivery models (such as Accountable Care Organizations) and directs the development of corresponding policies, procedures and licensure requirements; ensure appropriate network adequacy and the smooth transition of Block Transfers; directs the maintenance and reporting on health plan enrollment for annual assessment purposes; directs staff in streamlining operations in order to meet mandated licensure timelines.

15% Acts as the primary DMHC liaison with Covered California (Covered CA), California's Health Benefit Exchange established under the Affordable Care Act (ACA); ensures appropriate coordination and communication between DMHC and Covered CA; advises the Director, Covered CA Board and staff, and other stakeholders, including qualified health plans (QHP), on DMHC policies, procedures and other requirements to ensure QHPs participating in Covered CA meet all Knox-Keene Act and ACA standards applicable to health care service plans.

5% Represents the DMHC before other State, local or federal governmental agencies in matters relating to the office's managed care programs; maintains positive working relationships with organizations interested in the office's activities.

5% Provides special assistance to the Director and/or Chief Deputy Director and other programs, as needed, on issues considered out-of-the-ordinary or highly controversial or sensitive.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies,

to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

Knowledge of and experience with:

- Knox-Keene Health Care Service Plan Act of 1975, especially as related to plan licensing;
- Member of the California State Bar;
- Health plan license agreements;
- Status and trends of the California health care services delivery system;
- Employee development;
- Risk management methodology and strategies;
- Current information technology applications and systems;
- Health plan contracting policies and procedures;
- Reviewing, analyzing, and interpreting laws, regulations and policies;
- Preparing complex reports and correspondence;
- The strategic planning process; and
- Governmental functions and organization at the State and local level.

Ability to:

- Achieve and maintain positive working relationships with a variety of individuals with diverse perspectives and viewpoints;
- Assume innovative leadership in formulating, promoting and directing a statewide program;
- Develop long-range plans to achieve objectives which are both aggressive and realistic;
- Conduct studies utilizing inter-disciplinary teams effectively;
- Sponsor and facilitate collaborative planning processes;
- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex managerial issues;
- Coach/mentor managerial and supervisory staff to achieve the DMHC's goals; and,
- Communicate with and understand the needs of internal and external clients.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Office of Plan Licensing**, with the **DEPARTMENT OF MANAGED HEALTH CARE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an evaluation of the candidate's application, resume, and Statement of Qualifications. The minimum qualifications, knowledge and abilities, and desirable qualifications listed on this bulletin will be used as a standard to screen, evaluate, and score the application using predetermined evaluation criteria. Therefore, it is critical that each applicant include specific information on how his/her background, knowledge, abilities and personal characteristics meet the minimum qualifications, knowledge and abilities, and desirable qualifications. The Statement of Qualifications also serves as documentation of the candidate's ability to present information clearly and concisely in writing, since this is a critical factor to successful job performance. Candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results.

FILING INSTRUCTIONS

U.S. Military veterans must attach a legible copy of his/her veteran's discharge (DD214) or other official discharge documents, showing your enlistment and discharge dates, branch of service, and character of service (i.e., Type of Discharge). Examination materials not postmarked or personally delivered, received via U.S. Postal Service, or any other delivery service after the final filing date will not be accepted and cannot be returned pursuant to California Code of Regulations 174. Faxed or e-mailed applications will not be accepted for any reason.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF MANAGED HEALTH CARE, Human Resources Office/Office of
Administrative Services
980 9th Street, Suite 500, Sacramento, CA 95814
Krishna Rodriguez | (916) 324-8600 | Krishna.Rodriguez@dmhc.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF MANAGED HEALTH CARE reserves the right to revise the examination

plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)